



Contracts Under T-NEX & Present Sharing and Support Administration and Closeout Charlotte B. Dodgson



T-NEX Contracts

Proper planning will keep you on
tra





MTF Contracts

Under T-NEX MTFs will convert
Resource Sharing and Support to
local purchase

COR will have to take responsibility
to accomplish the following:



MTF Contracts

Write a sound SOW

- Identify ALL MTF needs

- Any extra requirement relates to dollars

- Be careful what you ask for

Develop a sound IGCE

- Market Survey

- Look at all costs associated with requirement and include in total.

- Don't ask for more experience than you need



MTF Contracts

Obtain Approvals from:

CPO

MAJCOM

And get funds from RM

Forward to Contracting Office

Monitor Procurements

Ensure Timely Award

Ensure Timely Hiring by Contractor



MTF Contracts

Develop a Pre-performance Conference checklist

Include the Requirement for one in the SOW

Include:

- Key Clinic Staff

- Your Inspectors, if any

- All pertinent Contractor Staff

- Contracting Officer if they want to Chair the meeting



MTF Contracts

Go Over the SOW and ensure everyone understands the requirement

If there are any problems identify them now
Forward to the KO to change the Contract if required

Identify the supervisor and spell out requirements

Who authorized time off

Shift changes

Who to call if sick leave is being used, etc



MTF Contracts

Make up an Inspection Checklist

Monitor contractors performance

Keep record of all issues

Talk to the Clinic Shift Supervisors

Report Problems to the Contractor

If not resolved report to the KO

Keep track of Money on Invoices

Use an Automated CLIN Expenditure
Report

Mail Approved Invoices to DFAS Promptly



MTF Contracts

Return or Pen and Ink Invoices with Errors

Notify Contractor if Pen and Inked

If Invoice is Returned, Ensure Date is Changed

If Money is to be deobligated at end of contract notify the Contracting Officer



MTF Contract

MTF To provide deobligation calculations:

For Each CLIN to include Quantity and total dollars to be deobligated

Again, Obtain calculations from Automated Spreadsheet. Please! maintain it monthly

Monitor Contracting Officer to ensure Mod is Processed



MTF Contracts

When final Deobligation Mod is received consider the contract complete

Forward the original file to the KO
Retain a copy for at least a year



1.0 MCSC

Present Resource Support Contract Closeout Procedures



1.0 Resource Support Closeout

Lead Agency status may result in:

Deobligate funds from Delivery Orders
to be worked between MTF and TMA
PCO.

Remember:

In T-Nex: Management of Contracts or
Delivery Orders will be important
Commanders will be financially
accountable

Stay on Track



You Can Work

Harder





Or

Smarter



Questions?

